

MAIN HRS

DCDS Reports

Timekeeper Reports - C **HR-336 - Equipment Usage**

Purpose:	The Equipment Usage Report displays equipment usage for a department, agency, TKU and pay period end date by person. The minimum required data to be entered is department, agency, and TKU.
Frequency:	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency, TKU, Employee Name
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	<p>A. The Equipment Usage screen is accessed through the <u>R</u>eports, <u>T</u>imekeeper, <u>C</u> - Equipment Usage items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Equipment Number■ Start Date■ End Date

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DCDS Reports

Information: *(Continued)*

- Hours
- Start Meter
- End Meter
- Personal Mileage
- Coding Block reported
- Pay Period Total (PP Total) - Hours
- Pay Period Total (PP Total) - Mileage
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. Total hours and total mileage are provided for each employee for the pay period.

D. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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The screenshot shows a Windows-style application window titled "DCDS" with a menu bar containing "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". Below the menu bar is a sub-window titled "Report Request". Inside this sub-window is a form titled "Equipment Usage". The form contains five input fields, each with a dropdown arrow: "Department" with value "59", "Agency" with value "01", "TKU" with value "100", "PP End Date" with value "10/5/96", and "SSN" with value "590013101". At the bottom right of the form are two buttons: "OK" and "Close". The status bar at the bottom left of the window shows "Ready".

Report Request Screen

To display the Report Request screen for the Equipment Usage report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on C - Equipment Usage menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Equipment Usage Report.

Enter the Department, Agency, TKU and Pay Period End Date. To display information for a specific employee, enter or select the Social Security Number. If a SSN is not entered, information for all employees in the TKU will display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-336 - Timekeeper Equipment Usage

HR – 336

MAIN HUMAN RESOURCE SYSTEM
EQUIPMENT USAGE REPORT

RUN DATE: 10/09/1997 07:31:29
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DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION

PAY PERIOD END DATE: 09/06/1997

AGENCY: 01 CENTRAL OFFICE

PAY PERIOD NO: 19

TKU: 601 CLIO PROJECT OFFICE

NAME: CHARLEY, BARTON E

SSN: 590-10-1910

APPOINTMENT DATE: 01/19/1981

<u>EQUIPMENT</u>	<u>START DATE</u>	<u>END DATE</u>	<u>HOURS</u>	<u>START METER</u>	<u>END METER</u>	<u>PERSONAL</u>	<u>AY</u>	<u>INDEX</u>	<u>PCA</u>	<u>GRANT</u>	<u>PHASE</u>	<u>AG1</u>	<u>PROJECT</u>	<u>PHASE</u>	<u>AG2</u>	<u>AG3</u>	<u>MULTI</u>	<u>STD</u>
						<u>MILEAGE</u>												

ACEGIK1234	09/06/1997	09076/1997	95.0	100.0	350.0													<input checked="" type="checkbox"/>
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PP TOTAL – HOURS: 95.0

PP TOTAL – MILEAGE:

SIGNATURE _____

SUBMITTED BY: T_DEPT99

DATE SUBMITTED: 10/08/1997

APPROVED BY:

DATE APPROVED:

State of Michigan

Issue Date: **March 26, 2001**

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Section 16.4: **Timekeeper
Equipment Usage Report**